



## Instructions for New Products Seeking Organic Certification

The following items must be submitted for **each** individual product that is seeking organic certification. These items must be received and approved prior to receiving certification for each new product. Faxed requests to add new products are not accepted. Please make copies of all information submitted and have the documents available for review during an inspection.

***Please note that the process to add a new product to your certificate may take several weeks.***

1. **Product Formulation**
2. **Label**
3. **Organic Ingredient and Supplier Certificates**
4. **Non-organic Ingredient Information**

### Product Formulation Form (WSDA AGR 2178)

*[All formulas are kept confidential and are exempt from public inspection and copying.  
(RCW 15.86.110 and Uniform Trade Secrets Act, chapter 19.108 RCW)]*

- **Ingredients** - ALL ingredients must be listed (include minor ingredients and/or those ingredients that constitute less than five percent of the finished product). This includes any yeasts, emulsifiers, concentrates, and any other ingredients that are present in the finished product.
- **Supplier** – The supplier or company from whom the ingredient was purchased must be listed on the Product Formulation Form. *If the supplier of an organic ingredient is not certified, please indicate both the non-certified supplier and the certified producer of the product.*
- **Certifying Agent** – The certifying agency must be listed for all certified organic ingredients.
- **Organic or Non-Organic** - Indicate with a check mark whether the ingredient is certified organic or non-organic.
- **Weight & Percentage** - Accurate weights must be provided for each ingredient and the percent of the finished product each ingredient comprises must be provided. Please indicate what measuring unit is used.
- **Processing Aids** - List all processing aids used in production of the product. List the name and phone number of the supplier of the processing aid. Specify the application and use of the processing aid and indicate with a check mark whether the processing aid is certified organic processing aid or if it is on the National List of approved substances. *(Processing aids that are used for products that are labeled "100% Organic" must be organic.)*

### Labels

***Labels must be submitted for all products seeking certification.*** The labels must be submitted prior to certification of the new product(s). Attach a copy of the labeling for each product seeking certification, or provide a rough draft of your proposed labeling, if a final version is not available.

### Supplier Certificates

***Copies of the current organic certificate for each supplier of organic ingredients must be submitted.*** All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA National Organic Program accredited agency *and* that the product was certified according to USDA National Organic Program standards.

If your company is custom labeling a product with a certification agency other than Washington State Department of Agriculture noted on the label, a copy of the Organic Certificate that corresponds to the distributor named on the label must be submitted.

### Non-Organic Ingredients

- For products that are labeled "Organic" or "Made with Organic (specified ingredients or food group(s))" the following information must be submitted. **A Non-organic Ingredient Affidavit (AGR 2252), or a signed and dated statement from your supplier, that indicates that the non-organic ingredient(s) are not a) genetically modified, b) irradiated, or c) produced using sewage sludge, must be submitted.** Please include copies of Genetically Modified Organism test results if available.
- For products that are labeled "Organic" on the principal display panel, all agricultural ingredients must be organic except those that are not commercially available in organic form. Commercial non-availability documentation must be submitted for all minor ingredients that are non-organically produced agricultural ingredients. See WSDA Commercial Availability Form (AGR 2251) as a tool for documenting your attempts to source organic ingredients.

***Please note that additional information may be required to determine your products compliance with the National Organic Program Rule.***